

NORTHWEST MINNESOTA FOUNDATION

Fund Name

Fund Number

**REQUEST FOR PAYMENT**

Please use a separate form for each invoice or individual requesting reimbursement.

**Receipts must be attached.**

Payment Authorized to:	Description		Amount	Total
NOTE: Include name and mailing address if not on receipt	Account	Item/Explanation/Use		
<b>Chart of Accounts:</b> 5222 Mission Related Expenses 5722 Development Support				
<i>Development Support is for any expenses related to <b>raising funds</b>, for example: postage, thank you notes, and fundraising promotions. All others, except grants, are considered mission related expenses.</i>				

APPROVAL

Fund Advisory Committee Chair \_\_\_\_\_ Date: \_\_\_\_\_

NMF Development Officer \_\_\_\_\_ Date: \_\_\_\_\_